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**Emergency Response Policy****6 1-01.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

In an emergency Facilities Management employees may have different responsibilities from other building occupants. It is important for employees to react correctly to the range of potential problems to protect themselves, building occupants, and the facilities in which they work.

**II. POLICY**

Employees shall follow the appropriate chain of command, make proper notification, and follow established procedures during emergency situations.

**III. PROCEDURES**

See attached procedures.

**Emergency Response Employee Responsibilities Procedure****61-01.0****Effective Date 7-1-99****Revision Date****Power Outages**

- Identify the source of the power outage.
- Attempt to repair the problem if the power loss is result of the equipment failure at the facility.
- Contact the utility company if the power loss results from a problem outside the facility.
- Inform the building's Emergency Coordinators of the estimated length of loss of power\*

**Earthquake**

- During an earthquake, seek shelter under heavy objects, such as desks or doorways, keeping away from windows or glass doors.
- After the alarm sounds, evacuate the building assisting occupants as they exit.
- After the building has been cleared, cordon off the building so that no one can re-enter it.
- The building remains empty until assigned crews verify the building is safe for reentry.
- Provide additional assistance as directed.

**Fire**

- After an alarm sounds, identify the area of the alarm and verify the existence of a fire.
- If no fire can be found, report it to a supervisor.
- If the fire is a small one (smaller than a wastebasket), attempt to extinguish it with a fire extinguisher.
- If the fire is large, evacuate the building assisting other building occupants as well.
- Remain outside the building, assisting with basic first aid, if necessary, and assist with other duties as assigned.
- Do not re-enter the building until it is cleared for re-entry.

**Bomb Threat**

- Conduct searches for suspicious items, as directed. DO NOT TOUCH UNKNOWN ITEMS.
- Assist -with-building evacuation if requested.

**\*Decisions to send employees borne due to power outages are made by the Division Director or the designated department representative.**

**The FM Program Director or the designated DFCM representative will notify the Executive Director's Office that State employees have been sent home. The Governor's Office may be notified by the DFCM representative if requested by the Executive Director's Office.**

**Emergency Response Notification and Chain of Command Procedure****61-01.0****Effective Date 7-1-99****Revision Date**

1. Each Facility Coordinator must
  - maintain an emergency response call list for DFCM employees
  - maintain a list of the Emergency Coordinators assigned by each occupying agency to assist in the event of an emergency
2. Immediately following an emergency that appears to be life threatening to building occupants, the Facility Coordinator contacts 911 to report the emergency and then assists with the building evacuation, if necessary. All radio communication between DFCM staff and other agencies should be on the security radio frequency.
3. The-Facility Coordinator notifies the Program Director and describes the emergency.
4. The Program Director classifies the emergency response required as High Level or Low Level, depending on the situation. A High Level Response would include natural disasters or other incidents which threaten the lives and safety of the building occupants. A Low Level response would include such emergencies as a broken water line, which may damage the facility but do not threaten the safety of building occupants.
5. The Program Director contacts the DFCM Division Director, if necessary, and informs him/her of the nature of the emergency. The Division Director contacts additional parties as necessary.
6. Based on the classification of the emergency, the Facility Coordinator proceeds with the following duties:

**High Level Responses**

CEM will establish a command post that may include the following:

- Governor or representative
- Division Director
- State Fire Marshall
- National Guard

FM employees assist with evacuation and basic first aid until Comprehensive Emergency Management (CEM) gives further instructions.

As information comes to the command post, CEM disseminates information and give instructions.

DFCM assists with the building evacuation and basic first aid, if necessary.

DFCM representatives communicate the extent of the problem to Emergency Coordinators.

A DFCM representative or the Fire Department determine if the building is safe for re-entry.

A DFCM crew prepares the building for re-entry and seeks emergency procurements if necessary.

**Emergency Response Notification and Chain of Command Procedure**

**61-01.0**

**Effective Date 7-1-99**

**Revision Date**

**Low Level Response**

DFCM assist with the building evacuation and basic first aid, if necessary.

DFCM representatives communicate the extent of the problem to Emergency Coordinators.

A DFCM representative or the Fire Department determine if the building is safe for re-entry.

A DFCM crew prepares the building for re-entry and seeks emergency procurement if necessary.

**On Site Accidents Policy****61-02.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

When an accident occurs at a facility, it is vital to respond quickly to obtain accurate information about the cause of the accident and any resulting injuries. This information is used to prevent such accidents from re-occurring and to provide an accurate record of the incident.

**II. POLICY**

Employees shall immediately inform the Facility Coordinator of accidents occurring on properties managed by Facilities Management. The Facility Coordinator shall call for medical attention and shall complete and *Accident Report* on the incident.

**III. PROCEDURES**

1. Immediately following an accident on the facility's premises, the Facility Coordinator, or another PM representative, is notified of the need to respond to the incident and complete an *Accident Report*.
2. After notification, the Facility Coordinator or FM representative goes immediately to the scene of the accident, taking a camera, and Accident Report.
3. The Facility Coordinator contacts a security officer to provide medical attention and/or assessments of the injured person. If the facility does not have a security officer, 911 should be called to send medical assistance.
4. At the scene the Facility Coordinator:
  - Photographs the accident scene, surroundings, and any other pertinent information;
  - Takes statements from the injured person and any witnesses; and
  - Completes the Accident Report.
5. If the accident involves an employee, a Worker's Compensation claim is completed.
6. After the Accident Report is complete, the Facility Coordinator
  - Retains a copy of the Accident Report and original photos;
  - Sends the original to DFCM's Human Resource Technician; and
  - Sends a copy to Facilities Management's Research Analyst.
7. If a "Notice of Claim" is filed because of the accident, the Facility Coordinator immediately notifies the Division of Risk Management of the claim and sends a copy of the *Accident Report* to Risk Management.

**Emergency Plan Policy**

61-03.0

**Effective Date 7-1-99****Revision Date****I. PURPOSE**

Because natural disasters and building emergencies occur with little or no warning, a plan to deal with such emergencies must be in place prior to the event of an emergency. Planning is the best way to protect the lives of building occupants should an emergency occur.

**II. POLICY**

Each Facility Coordinator shall create an Emergency Plan for each facility and keep a copy of the plan on-site at all times.

**III. PROCEDURES**

See attached procedures.

**Emergency Plan Procedure****61-03.0****Effective Date 7-1-99****Revision Date**

1. Describe the purpose of the Emergency Plan.
2. List emergency phone numbers. This includes:
  - Security
  - Police Department
  - Fire Department
  - Paramedics
  - Poison Control
  - Questar Gas
  - Utah Power and Light
  - Facility Coordinator
3. Compile an Employee Notification List. This includes:
  - Home phone numbers
  - On-call pager numbers
4. Compile an Emergency Coordinator Notification List. This includes:
  - Names of Emergency Coordinators
  - Emergency Coordinators' work locations
  - Work phone numbers
  - Home phone numbers
5. Describe how to evacuate the building, including the following instructions:
  - Leave the building quickly (Do not take time to pick up additional objects)
  - Use stairs, not elevators in a loss of power or fire
  - Instructions for a person trapped in a building
  - Instructions on assisting the disabled during evacuations
  - A written and visual description of evacuation points and exits
  - Any evacuation information on unique structures, such as a parking garage, etc.
6. Describe the correct response for building occupants during the the following emergencies:
  - Bomb threats and other threatening calls
  - Loss of power
  - Earthquake
  - Fire



**Building Evacuation Instructions Policy****61-04.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

When emergency situations arise, buildings must be evacuated. Building evacuation must be done as quickly and as orderly as possible to protect building occupants.

**II. POLICY**

Every building shall have an Evacuation Plan that shall be posted on each floor in an easily seen location. The Evacuation Plan shall indicate the exit which employees should use in the event of an emergency and include instructions not to use elevators during a building evacuation.

**III. PROCEDURES**

1. Each Facility Coordinator must develop a Building Evacuation Instruction for each facility, which including the following:

- Assigned exits for building occupants to use in case an evacuation is necessary
- Assigned areas to which to employees gather following a building evacuation
- Directions that all building occupants leave the building immediately through the nearest exit when an
- alarm sounds,
- Elevators may not be used during a loss of power or fire.

2. The *Building Evacuation Instructions* are posted in the main hallway of each floor.

3. Facility Coordinators train Emergency Coordinators in building evacuation procedures.

4. Emergency Coordinators convey building evacuation instructions to their co-workers as requested by the Facility Coordinator.

5. Under the direction of the Facility Coordinator, each building will have one scheduled evacuation per year. The date and time of the evacuation must be documented and retained for record keeping purposes.

**Emergency Coordinator Policy****61-05.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

Effective preparations can minimize the confusion that arises in emergency situations and protect employees and building occupants. Emergency Coordinators on each floor within each division convey information to their co-workers and provide assistance in the event of an emergency. Increasing the number of people in a facility who understand how to respond to emergency situations provides greater protection to building occupants.

**II. POLICY**

Each Facility Coordinator shall identify an Emergency Coordinator on each level of a building for each division located on each floor, provide training for each Emergency Coordinator, and supply each Emergency Coordinator with an Emergency Response Kit. Additional Emergency Coordinators may be selected based on the size of the building and/or the number of building occupants.

**III. PROCEDURES**

1. In conjunction with the occupying agencies, the Facility Coordinator identifies one person from each agency for each floor of the facility to be an Emergency Coordinator. A Facility Coordinator may identify additional Emergency Coordinators due to the size of the facility or based on the numbers of building occupants.
2. The Facility Coordinator:
  - Gives each Emergency Coordinator an Emergency Response Kit which includes a small first aid kit, flashlight, and portable radio and batteries;
  - Informs the Emergency Coordinator of his/her duties as indicated on the *Emergency Coordinator Checklist*; and
  - Gives a copy of the *Emergency Coordinator Checklist* to the Emergency Coordinator.
3. On an as-needed basis, the Facility Coordinator meets with each Emergency Coordinator and provides additional information and training.

**Flag Display Procedure****62-06.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

Because the US flag and the Utah State flags are symbols of freedom and heritage, correct protocol must be followed for the display and care of these flags.

**II. POLICY**

The flags of the United States and the State of Utah shall be displayed and cared for in keeping with the following procedures. Only the President of the United States or the Governor of the State of Utah may authorize flags to be flown at half staff.

**III. PROCEDURES**

See attached procedure.

**Flag Display Procedure****62-06.0****Effective Date 7-1-99****Revision Date****General Display - Outdoors**

Flags displayed twenty-four hours a day are illuminated after dark.

No other flag, pennant, or sign is placed above, on the same level as, or in a position of superior prominence to the U.S. flag.

**Display With Other Flags**

A. When flags of states, cities, or any other locality are flown on the same flagpole with the US flag, the latter should always be placed in the highest position as follows:

B. When flags are flown from adjacent staffs, the flag of the United States is raised first and lowered last. When a number of flags are grouped and displayed from staffs, the US flag is at the center and at the highest point of the group as follows:

C. If flags are displayed on staffs of equal height, no flags are placed to the right of the US flag as follows: When displayed on a speaker's platform, the US flag is displayed above and behind the speaker.

**Display in Auditoriums**

When displayed from a staff, the flag of the United States holds a superior position in front of the audience and to the speaker's right as he/she faces the audience. Any other flag is flown to the left of the speaker or the right of the audience.

**Half Staff**

Only the President of the United States or the Governor of the State of Utah may order flags to be lowered to half-staff. The flag, when flown at half-staff, is first raised to the top of the staff and then lowered to half-staff position. The flag is again raised to the top of the staff before being lowered for the day.

On Memorial Day the flag is displayed at half-staff until noon and then raised to the top of the staff.

**Care of Flags**

New flags are obtained by contacting an Office Technician or Secretary and requesting a new flag. Damaged or dirty flags are returned to an FM Secretary who will arrange for cleaning and repair. Facility Coordinators are responsible for maintaining the flags on their respective campuses. Facility Coordinators send flags that cannot be repaired or satisfactorily cleaned to the South Valley Complex for incineration.

**Internal Procedure Assessment Policy****62-07.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

Operation and Maintenance Agreements are contracts between Facilities Management and other State agencies to provide services. Internal procedure assessments verify that the services provided by FM to State agencies are being performed in a satisfactory manner.

Internal assessments are designed to provide feedback to facility staff and identify those areas that need additional attention. These assessments are performed by the Preventive Maintenance Specialist and others as assigned, and focus on FM offices, facilities, and grounds.

**II. POLICY**

Each building managed by Facilities Management shall be assessed annually by the Preventive Maintenance Coordinator.

**III. PROCEDURES**

See attached procedure.

**Internal Procedure Assessment Procedure****62-07.0****Effective Date 7-1-99****Revision Date**

1. The Preventive Maintenance (PM) Coordinator identifies DFCM responsibilities outlined in the facility's Operations and Maintenance Agreement. The PM Coordinator may request that additional DFCM employees participate in the assessment.
2. The FM office is assessed, including the following:
  - Accident reports
  - Workers compensation claims
  - Chemical inventory list
  - MSDS file
  - Lockout/tagout logs
  - Lockout/tagout authorization
  - Training records (Some of these may be kept at FM Administrative Offices, but should still be examined as part of the audit.)
  - Quality Assessment Audits
1. Facility is assessed, including the following:
  - Mechanical rooms and equipment
  - HVAC systems and energy management issues
  - Roof and roof equipment
  - Parking lots
  - Lighting
  - Janitorial (general cleanliness)
  - Store rooms
  - Fire protection system/fire extinguishers
  - Windows
  - Building exterior
  - Personal protective equipment
4. Grounds are assessed, including the following:
  - Lawn upkeep and quality
  - Overall maintenance of flower beds
  - Snow removal (promptness and quality)
  - Work areas (including the greenhouse)
  - Trimming and pruning of trees and shrubs
  - Entrances, curbs, and gutters
  - Stairs
  - Garbage containers and litter control
  - Loading docks
  - Leaf removal
5. The PM Coordinator distributes a customer satisfaction survey to building occupants to identify customer attitudes towards Facilities Management's services.

**Internal Procedure Assessment Procedure****62-07.0****Effective Date 7-1-99****Revision Date**

6. The PM Coordinator compiles the assessment results, files a *Report of Findings*, and gives a copy to the Lead Project Manager.
7. The Lead Project Manager reviews the results of the assessment to the Facility Coordinator.

**Key Security Policy****62-08.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

The distribution of keys to building occupants is the responsibility of assigned Facilities Management employees. An integral part of building security includes the proper maintenance of these keys, including a confidential key record and secure key distribution.

**II. POLICY**

Facilities Management employees shall maintain a record of the keys distributed to building occupants. Facilities Management employees shall not loan out keys or duplicate keys prior to or without the completion of the key requisition process described in the following procedures.

**III. PROCEDURES****Key Records**

- All facilities must maintain a lock and key record indicating the key serial number, the corresponding facility locks, and key holder information.
- Lock and key records are confidential. Only authorized employees identified by each Facility Coordinator may access these records.

**Key Requests**

- If a key is needed for a building occupant, a *Key Requisition Form* must be completed and submitted to DFCM.
- A *Key Requisition Form* must be signed by the immediate supervisor. Requests for master keys must be signed by the appropriate division director.
- All keys must be stamped with a serial number prior to their distribution.

**Restrictions**

- Keys may not be duplicated by keyholders
- Keys may not be loaned or transferred to others.
- If a keyholder changes offices, DFCM will not issue a new key until the previously issued key is returned.
- Unauthorized duplications or loaning of keys by Facilities Management employees are grounds for corrective action, including verbal or written warnings, suspension without pay, or dismissal.

**Lost Keys**

- Lost keys are to be reported immediately to DFCM.
- If a key is lost, the person's name and the date of the loss are recorded.
- A duplicate key is issued.
- If a master key is lost, DFCM notifies the Division Director who determines if the area should be re-keyed.
- Upon the Division Director's request, the area is re-keyed and new keys are distributed to employees.



**Radio Use Policy****62-09.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

Radios are necessary for communicating between Facilities Management staff, as well as within and among complexes. The appropriate usage of radios ensure that they can be used when needed.

**II. POLICY**

Radios shall be used for communication between staff on work-related needs and shall not be used for personal reasons.

**III. PROCEDURES****Radio Usage**

Radios are to be used for work-related purposes only and are not to be used for personal business.

The person calling should always sign off when a call on the radio is completed.

Radio etiquette is to be followed at all times.

**Emergency Situations**

In emergency situations the term "Code Red" is used by the radio operator to indicate that an emergency exists.

When a "Code Red" call is issued, radio silence must be maintained by other parties until the Code Red is released.

The person issuing the Code Red is responsible for releasing the Code Red when the emergency is over.

**Abuse of Radio Privileges**

If employees abuse their radio privileges, the following corrective actions will occur:

First offense .verbal warning

Second offense .written warning

Third offense .suspension

Fourth offense .termination

**Tools Policy****62-10.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

The use of tools is a fundamental part of maintaining facilities. To protect employees and enable them to complete their responsibilities effectively, tools must be maintained properly.

**II. POLICY**

Tools used in facilities shall be State-owned, well-maintained, permanently labeled, and used correctly.

**III. PROCEDURES****Labeling Tools**

All tools must have permanent labels affixed to them indicating that they belong to DFCM.

**Borrowing Tools from other FM Facilities**

If tools from other facilities are needed to complete work assignments, employees must contact the supervisor of that facility to check out the needed tool.

Tools borrowed from other facilities must be promptly returned and checked -in through the facility's supervisor.

**Broken Tools**

Broken tools are returned to the facility supervisor to be repaired.

Tools broken as a result of employee misconduct will be repaired or replaced at the employee's expense.

**Dress Guidelines Policy****62-11.0****Effective Date 7-1-99****Revision Date 9-1-00**

### I. PURPOSE

Since employees represent DFCM, their appearance must be neat and professional. An employee's appearance should never be distracting or interfere with the efficient, safe performance of assigned responsibilities.

### II. POLICY

Employees shall dress in a neat, clean, professional manner appropriate to the employee's assigned task, and in compliance with the DFCM Dress Guideline procedures. Employees violating DFCM Dress Guidelines will be subject to corrective action.

### III. PROCEDURES

See attached procedures.

**Dress Guidelines Procedure – Maintenance Crews****62-11.0****Effective Date 7-1-99****Revision Date 9-1-00****Uniforms**

Employees required to wear uniforms must wear them throughout their shifts.

Uniforms must be neat and clean.

Uniforms are assigned at the Facility Coordinator's discretion.

Employees are issued eleven uniforms.

Once a week employees bring in five worn uniforms and exchange them for five clean ones.

**Damaged Uniforms**

Uniforms damaged on the job will be repaired or replaced at the Division's expense.

If an employee loses or damages a uniforms that has been issued, the employee must replace the uniforms at his or her own expense.

**Jeans**

All employees at a facility must wear the same design or style of uniform.

Jeans may be worn as part of the uniform at the discretion of the Facility Coordinator.

If jeans are a part of the uniform, the jeans may not be faded or ripped.

Employees will be given an annual stipend of \$160.00 to purchase jeans. Employees are responsible to pay for any amount over \$160.00

**Hats**

If a hat is worn, it must be a DFCM issued hat. If the hat is a baseball style hat, it must be worn with the bill forward

**Dress Guidelines Procedure – Office Employees****62-11.0****Effective Date 7-1-99****Revision Date 9-1-00****Uniforms**

DFCM may provide, at the discretion of the supervisor and at the request of the employee, one DFCM issued shirt. The shirt may be worn at the employee's discretion.

If employees are required by a supervisor to wear the uniform shirt during out-of-the office work-related activities, additional shirts may be provided at the expense of the state.

Employees are responsible for laundering their DFCM issued shirts. Employees may purchase additional shirts at their own expense.

**Dress Guidelines Procedure – Grounds Crew****62-11.0****Effective Date 7-1-99****Revision Date 9-1-00****Uniforms**

Part-time employees are required to wear a DFCM issued shirt which must be kept clean and in good repair without holes, tears, or stains. Pants worn by part-time employees must be clean, without holes, tears, or stains.

Full-time employees are required to wear DFCM issued shirt and pants that must be kept clean and in good repair without holes, tears, or stains.

All shirts must be tucked in, belts must be worn, and all pants must be worn at the waist for both full and part time employees.

If a hat is worn, it must be one issued by DFCM. If employees are provided with a baseball style hat, it must be worn with the bill forward.

Employees provided with steel-toed shoes must wear them during work hours. Grounds crew employees may not observe casual Fridays. Gang-related clothing or accessories will not be permitted.

**Hair**

Hair must be combed and neat.

Beards must be kept clean, neat, and trimmed.

Distracting shades of hair color (green, blue, etc.) or extreme hair styles may be grounds for sending the employee home or requiring the employee to wear a hat.

**Jewelry**

Jewelry, such as earrings and necklaces, may be worn if the jewelry does not create a safety hazard and does not interfere with safety equipment.

With the exception of earrings, no other jewelry associated with body piercing may be worn during work time.

**Violations of Dress Guidelines****Part time employees**

The first two times an employee violates DFCM Dress Guidelines, he or she will be sent home to change clothes or otherwise conform to the Dress Guidelines.

An employee will be terminated upon the third violation of the DFCM Dress Guidelines.

**Full-time employees**

First instance of violation the employee will be sent home with a documented, verbal warning.

Second instance the employee will receive a written warning

Third instance further disciplinary action will be taken.

Each employee will sign a copy of this policy, verifying that he or she has read DFCM's Dress Guideline policy and agrees to abide by it.

**Grounds Crew Signature Page****Uniforms**

Part-time employees are required to wear a DFCM issued shirt which must be kept clean and in good repair without holes, tears, or stains. Pants worn by part-time employees must be clean, without holes, tears, or stains.

Full-time employees are required to wear DFCM issued shirt and pants that must be kept clean and in good repair without holes, tears, or stains.

All shirts must be tucked in, belts must be worn, and all pants must be worn at the waist for both full and part time employees.

If a hat is worn, it must be one issued by DFCM. If employees are provided with a baseball style hat, it must be worn with the bill forward.

Employees provided with steel-toed shoes must wear them during work hours. Grounds crew employees may not observe casual Fridays. Gang-related clothing or accessories will not be permitted.

**Hair**

Hair must be combed and neat.

Beards must be kept clean, neat, and trimmed.

Distracting shades of hair color (green, blue, etc.) or extreme hair styles may be grounds for sending the employee home or requiring the employee to wear a hat.

**Jewelry**

Jewelry, such as earrings and necklaces, may be worn if the jewelry does not create a safety hazard and does not interfere with safety equipment.

With the exception of earrings, no other jewelry associated with body piercing may be worn during work time.

**Violation of Dress Guidelines****Part time employees**

The first two times an employee violates DFCM Dress Guidelines, he or she will be sent home to change clothes or otherwise conform to the Dress Guidelines.

An employee will be terminated upon the third violation of the DFCM Dress Guidelines.

**Full-time employees**

First instance of violation the employee will be sent home with a documented, verbal warning.

Second instance the employee will receive a written warning

Third instance further disciplinary action will be taken.

**Each employee will sign a copy of this policy, verifying that he or she has read DFCM's Dress Guideline policy and agrees to abide by it.**

---

*Employee's Signature*

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*Date*

**Fire Extinguisher Inspection Policy****62-12.0****Effective Date 7-1-99****Revision Date 9-1-00****I. PURPOSE**

The fire extinguishers in facilities must be in good condition to protect building occupants in emergency situations. To ensure that all fire extinguishers will work when needed, a consistent inspection program is necessary

**II. POLICY**

Every fire extinguisher located on State facilities shall be inspected by a licensed fire extinguisher inspector once a year. Facilities Management employees shall conduct a visual inspection of fire extinguishers once a month. Facility Coordinators shall retain yearly fire extinguisher inspection records for two years.

**III. PROCEDURES****Yearly Inspections**

Every fire extinguisher located on State facilities must be inspected by a licensed fire extinguisher inspector once a year. These inspections can be performed by a Facilities Management employee who is a licensed inspector or a vendor under a PD contract.

**Monthly Inspections**

State facility maintenance personnel must conduct a visual inspection of fire extinguishers once a month. This check includes:

- Ensuring that the extinguisher has not been moved or used;
- Checking for a current tag;
- Checking for leaks; and
- Ensuring that the extinguisher's gauge indicates that it is fully charged.



**Mercury-Containing Lamp Disposal Policy****62-13.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

Mercury is a hazardous waste that can cause serious health effects to people who are exposed to it. Mercury is also a common component in fluorescent lights, which are used throughout State facilities. The most effective method of dealing with this hazardous waste is through recycling.

**II. POLICY**

All mercury-containing building components shall be transferred to approved State contractors for recycling.

**III. PROCEDURES**

See attached procedures.

**Mercury-Containing Lamp Disposal Procedure****62-13.0****Effective Date 7-1-99****Revision Date****Facilities In and Around Salt Lake City**

1. Identify the lamps that must be recycled. The following lamps contain mercury and must be recycled:
  - fluorescent tubes of all lengths
  - circular fluorescent lamps
2. After the lamps are spent, they are stored in a box, preferably returning the lamps to their original boxes.
3. Label the box identifying the contents as mercury-containing hazardous waste and write the following information on the label:
  - The date the first lamp was placed in the box
  - The facility's name
4. Once the box is full:
  - Indicate on the label the number of lamps in the box;
  - Seal the box; and
  - Store the box in a safe, dry place.
5. After the boxes have accumulated:
  - Call the Downtown complex and arrange for a deposit of lamps to be made.
  - Take the lamps to the Union Pacific Building.
  - Record the number of lamps brought from each facility on the *Light Depository Log* at the Union Pacific Building.
6. As needed, employees at the Downtown facility notify the State's hazardous waste contractor to remove the lamps for recycling. Each facility will be billed for the number of lamps recycled and will share the cost of the trip charges.

**Mercury-Containing Lamp Disposal Procedure****62-13.0****Effective Date 7-1-99****Revision Date****For Facilities Outside Salt Lake City**

1. Identify the lamps that must be recycled. The following lamps contain mercury and must be recycled:
  - fluorescent tubes of all lengths
  - circular fluorescent lamps
2. Store the lamps in a box, preferably returning the lamps to their original boxes.
3. Label the box identifying the contents as mercury-containing waste and write the following information on the label:
  - The date the first lamp was placed in the box
  - The facility's name
4. Once the box is full:
  - Indicate the number of lamps in the box;
  - Seal the box; and
  - Store in a safe, dry place.
5. As needed, notify the State's hazardous waste contractor to remove the lamps for recycling.

**Safety Shoes and Boots Policy****62-14.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

All facilities contain many hazards that can crush or puncture employee's feet. Safety shoes or boots, available in a variety of styles, protect employees from these hazards.

**II. POLICY**

All maintenance employees shall wear safety shoes or boots. If medical conditions preclude the use of safety shoes or boots, a medical clearance is required and other approved safety devices designed to protect the feet shall be used.

**III. PROCEDURES****Safety Shoes or Boots**

Employees must wear safety shoes or boots throughout their entire work shift.

**Purchasing Shoes or Boots**

- Safety shoes may be purchased from the vendor holding the current State contract or a vendor of the employee's choice.
- The Facility Coordinator must approve each request for replacement boots or shoes.
- Worn out shoes or boots must be returned to the Facilities Coordinator upon receipt of the new pair of safety shoes or boots.
- The State will pay up to \$100.00 for each pair of safety shoes or boots.
- If an employee selects shoes or boots that exceed the \$100.00, the employee must pay the excess amount. If an employee requires a more expensive type of shoe or boot due to medical reasons, Facilities Management will pay the total cost of the shoes or boots. A doctor's written statement verifying the medical need must be provided by the employee to the Facility Coordinator prior to the purchase of the footwear. Employees who cannot wear a safety shoe or boot due to a medical condition must submit a doctor's written statement and use another form of foot protection that provides similar protection.

**Damaged Shoes or Boots**

Shoes or boots damaged because of misuse or abuse will be replaced at the employee's expense.

If employees lose shoes or boots that have been purchased by Facilities Management, employees must replace them at their own expense.

**Snow Removal Boots**

Boots that are provided to grounds employees for snow removal must be left at the work site and used only when performing snow removal tasks.

**Facility Coordinator or Supervisors**

Facility Coordinators or Supervisors must either wear steel-toed shoes daily or have a pair to wear when entering shop or other areas which present foot hazards.

**Parking Policy****62-15.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

Facilities Management employees travel to a variety of locations as complete their work assignments. During this travel all parking laws must be obeyed. Driving a State vehicle does not preclude employees from obeying all parking rules.

**II. POLICY**

Employees shall abide by the following adopted administrative rules.

**III. PROCEDURES****General Parking Information**

Facilities Management employees must follow all State, city, and county parking rules and regulations.

**Parking Restrictions**

Employees may not park in the following areas:

- Public stairs
- Entrances
- Walkways
- Red curbs
- Fire lanes
- Areas reserved for disabled persons

**Loading Docks**

Employees must follow the parking restrictions indicated at loading docks.

**Parking Fines**

Employees who violate parking regulations must pay any fines incurred and may be subject to disciplinary action.

**Capital Improvement Request Policy****62-16.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

Facilities Management relies upon the capital improvement request process to fund projects that total under \$1,000,000. These funds are important to maintain buildings and provide for tenant comfort and satisfaction. However, the limited availability of funds demands that priorities among project be established. The following procedure indicates factors that should be considered when identifying the capital improvement projects that should be requested and the process by which these funds are requested.

**II. POLICY**

Capital improvement requests should be based on a careful consideration of the following factors: architect/engineer evaluation, preventive maintenance, work orders, equipment life expectancy, maintenance history, etc.

**III. PROCEDURES**

1. Identify capital improvement building needs. Consider the following in this identification:
  - architectural and engineering evaluations
  - anticipated life expectancy preventive maintenance needs
  - the ability to obtain parts to repair the equipment
  - the maintenance history
  - work orders
2. Prioritize the needs that are identified for each building.
3. Create a needs summary for each project identified that includes the following information:
  - the name of the project the location of the project
  - the type of project (general improvement, energy, life safety, etc.)
  - a justification of why the project is necessary, including the current condition and the potential problems that may result from filing to complete the project.
2. For the top two projects in each building, obtain the following information
  - an estimate of the cost for completing the project
  - the scope of anticipated work
  - any other documentation that supports the need for the project
3. Forward this information by its deadline date to the Research Analyst.
4. Work with the Research Analyst to update and refine the capital improvement requests.

**Facility Use Policy**

62-17.0

**Effective Date 7-1-99****Revision Date****I. PURPOSE**

The State of Utah's facilities are intended to meet the needs of the public by providing services to the public. These facilities may be used by public groups if a Facility Use Application is applied for and a Facility Use Permit is issued. Groups must conform to facility use rules and are responsible for any damage or fines resulting from violating these rules.

**II. POLICY**

Persons or groups using State facilities shall comply with the following administrative rules governing facility use.

**III. PROCEDURES**

See attached administrative rules.

**Facility Use Rule Procedure****62-17.0****Effective Date 7-1-99****Revision Date****R23. Administrative Services, Facilities Construction and Management.****R23-19. Facility Use Rules.****R23-19-1. Purpose.**

The purpose of this rule is to provide for use of state facilities for continued operation of state government.

**R23-19-2. Authority.**

This Rule is authorized under Section 63A-5-204, which authorizes the Executive Director of the Department of Administrative Services to adopt rules governing state grounds surrounding facilities managed by DFCM.

**R23-19-3. Definitions.**

(1) The following definitions are provided to assist in understanding language incorporated into the following Facility Use Rules:

- (a) "Agency" - department, division or agency within the structure of the State of Utah.
- (b) "DFCM" - Division of Facilities Construction and Management, a division within the Department of Administrative Services.
- (c) "Director" - the director of the Division of Facilities Construction and Management.
- (d) "Facility Use Application" - a form that needs to be completed by prospective user and approved by resident agency for activities held within state-owned facilities and contains the following information: (i) prospective user's name, address, and telephone number; (ii) the name of the facility being requested; (iii) the type of activity; (iv) the dates and times of the function; (v) insurance company, name and policy number, unless applicant is seeking waiver under R23-19-2(24); (vi) any other special considerations being requested; and (vii) all applications shall be reviewed by DFCM Facilities Management group determining the applicable category for activity and fee assessment. This decision may be appealed using process described under R23-19-2(24).
- (e) "Facility Use Permit" - permit issued to users authorizing the use of state-owned facilities for designated activities and contains the following information: (i) the name of the organization and individual authorized to use designated facility; (ii) the facility designated for use; (iii) purpose for use of the facility; (iv) the dates and times of the activity; (v) the fee assessed for the activity; (vi) the permit number; (vii) information required for compliance with Subsection 23-19-4(18); and (viii) the authorized resident agency representative signature authorizing the activity.
- (f) "Fees" - charges assessed for use of state-owned facilities. The fees shall be assessed as follows: (i) "Freedom of Speech Activities" shall be assessed a fee using a base cost commensurate with actual cost to the state; (ii) "Commercial Activities" shall be assessed a fee comparable to fees charged for similar activities within the community; and (iii) "Community Service Activities" shall be assessed a fee the same as first amendment activities. "Base Cost" is the actual cost to the State for utilities, janitorial, security services and cost of rental for equipment used for activity. The "Fee Schedule", which is subject to change, shall be approved by the Director. A fee schedule shall be provided to applicant at time of application. The content of any first amendment activity shall not be a basis for calculating any portion of the fee.
- (g) "Governmental Activities" - any activity directly related to governmental business. This does not include extra-curricular activities.
- (h) "State" - state of Utah and any of its departments, divisions, agencies or commissions.
- (i) "Freedom of Speech Activities" - an activity characterized as the right of a person or group to exercise freedom of speech or other first amendment right that is provided on government property by applicable law.
- (j) "Community Service Activities" - an activity closely related to community service activities including public awards, public recognition and public benefits.



**Facility Use Rule Procedure****62-17.0****Effective Date 7-1-99****Revision Date**

(k) "State Sponsored Activities" - this shall include any activity directly sponsored by the state of Utah, its departments, agencies and commission and shall be exempt from fees and insurance costs.

(l) "Commercial Activities" - any activity not meeting above criteria shall be characterized as commercial activity. Endorsements for commercial purposes of products or services is prohibited.

**R23-19-4. General Rules.**

(1) Those intending to use state facilities must obtain scheduling and authorization of activities in advance from the agency/department head or facilities manager. If no facility manager exists, approval must be obtained from resident agency or its representative. Users must comply with all rules and procedures established. The proposed activity shall not interfere with the operation of governmental business or public access.

(2) All rules apply to state-owned or leased facilities.

(3) Users may use the facilities for activities scheduled at reasonable times. Examples of activities at the Capitol Complex might include dances in the Rotunda, rallies on the front stairs of the Capitol and in designated areas on the grounds, weddings and receptions in the White Community Memorial Chapel, and meetings in the State Office Building Auditorium. Endorsements for commercial purposes of products or services is prohibited.

(4) The state of Utah, any of its departments or divisions, or any employee shall not be responsible for any property damage or loss, any personal property damage or loss, or any personal injury sustained during, or as a result of, any activity.

(5) Every group applying for a facility use permit will be required to complete an application form, provide the required fee, and provide a certificate of insurance showing proof of liability insurance in the amount of \$1,000,000 per occurrence unless exempt or waived under these rules.

(6) Users may not carry or post placards or signs attached to wood or metal posts of any type, within any building. In addition, users may not post signs on the grounds or the exterior of any building. Any signs or placards placed in state facilities shall be hung with rope, cord or string. No adhesive materials or wire will be allowed. Balloons may be used but need to be tied with string to banisters or railings; they may not be handed out to participants of the activity or let loose.

(7) No temporary structure of any kind shall be constructed on state-owned properties without the express written consent of DFCM or the appropriate resident agency.

(8) The use or storage of alcoholic beverages or any unauthorized or controlled drugs in any state-owned facility or on state grounds is prohibited.

(9) All "No Smoking" ordinances, rules and policies shall be strictly observed in all state-owned facilities.

(10) To protect the beauty of state facilities, all decorations used for a scheduled activity shall be of a temporary nature and shall be appropriate for the dignity and beauty of the structure and shall be approved by the resident agency.

(a) No adhesive material may be used that would leave a glue, paste, tape, oil, paint or other residue on the building.

(b) Nothing may be used as a decoration or in the process of decorating that would cause damage to the structure.

(c) No markings, paint or sprays may be applied to any area of the building.

(d) Decorating during the normal work hours shall be done in a manner that limits any disturbance to normal building activities. Any decorating during other than normal hours must be coordinated with facility manager or resident agency.

(e) Decorating is to be done in a safe manner, using proper tools and equipment.

(f) Users may not decorate on the outside of any building.

(g) Signs, posters, decorations, displays, or markings must comply with all current pornography ordinances of the jurisdiction in which the facility is located.

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(11) Food services in conjunction with a permitted use in state-owned facilities is subject to the approval of resident agency.

(12) Parking is available at all state-owned facilities. Users shall observe, and Protective Services will enforce, all restricted and marked parking areas.

(a) Vehicles owned or under control of participants shall not be parked in reserved parking areas, which shall include the parking plaza on Capitol Hill, and shall not be allowed to remain overnight.

(13) The user shall be responsible for any personal injury, vandalism, damage, or loss or other destruction of property or premises incurred during the activity.

(14) Any animals must be specifically approved in advance and must provide assurance of safety to the animal, participants and the facility.

(15) No open flame, flammable fluids, or explosives shall be brought to or used on the premises.

(16) User shall not sublet any part of the premises or transfer or assign the premises or change the purpose of the permitted activity without the written consent of the state.

(17) No money may be collected at state facilities; all tickets, if required, must be pre-sold.

(18) Users and participants must abide by all applicable firearm laws, rules, and regulations.

(a) The state shall reserve the right to require users to notify the appropriate security agent of the anticipated presence of any person with a weapon or firearm.

(19) These general rules are incorporated into any permit issued and into all rules governing use of any state facility. These rules do not apply to facilities of public or higher education.

(20) No equipment shall be used nor activity engaged in which is contrary to applicable rules, regulations or state, local or governmental ordinances or codes.

(21) No equipment shall be used nor activity shall be engaged in which will place an excessive stress load on the building structure or building systems.

(22) Exceptions and Waivers.

(a) State activities are exempt from fees and insurance requirements to the extent that the activity is covered by state Risk Management.

(b) Governmental activities are exempt from fee and insurance requirements to the extent that the activity is covered by state Risk Management.

(c) Freedom of speech activities - a waiver of the fee or insurance costs, or a part thereof, shall be provided for free speech activities if the applicant or sponsoring group can demonstrate clearly an inability to pay the fee or insurance. The state reserves the right to pay the insurance costs. The applicant may be requested to provide a financial statement and other relevant documents as proof of inability to make payment. A request for such a waiver must be made at time of application and shall be promptly scheduled for an informal review before the Executive Director of the Department of Administrative Services (DAS) or the director's designee. The Executive Director or designee shall make a written determination of approval or disapproval of the waiver request and state the grounds for the decision within five days of the submission of the request for a waiver. The applicant shall have the right to appeal and to have a hearing before the DAS Executive Director or designee within five days of notification. The DAS Executive Director or designee shall conduct a hearing and make his decision in writing as to appeal of the initial disapproval of a waiver within five days of the submission of the appeal. The person hearing the appeal shall not be the same person who denied the original request. The notice of appeal to be filed by the applicant should be in writing. Notice of the right to appeal and the appropriate procedure shall be given to applicant if denial is made. The applicant shall be allowed to submit additional or pertinent information during the appeal to support the request for a waiver. There will be no waiver of fee of costs associated with usage of equipment such as tables, chairs, podium, microphone or any outside accessory items to the activity. Applicant may provide and use any accessory item for an activity. An insurance waiver may be issued to an applicant that can

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show proof of being uninsurable - proof that coverage was denied by at least three insurance providers licensed and doing business in the state of Utah, including the current state provider of insurance.

(d) Community service activities - a waiver of the fee and/or insurance costs, or a part thereof, may be provided for community service activities if the applicant or sponsoring group can demonstrate clearly an inability to pay the fee and/or insurance. The state reserves the right to pay the insurance costs. The applicant may be requested to provide a financial statement and other relevant documents as proof of inability to make payment. A request for such a waiver must be made at time of application and shall be promptly scheduled for an informal review before the Executive Director of the Department of Administrative Services (DAS) or his designee. The Executive Director or designee shall make a written determination of approval or disapproval of the waiver request and state the grounds for the decision within five days of the submission of the request for a waiver. The applicant shall have the right to appeal and to have a hearing before the DAS Executive Director or designee within five days of notification. The DAS Executive Director or designee shall conduct a hearing and make his decision in writing as to appeal of the initial disapproval of a waiver within five days of the submission of the appeal. The person hearing the appeal shall not be the same person who denied the original request. The notice of appeal to be filed by the applicant should be in writing. Notice of the right to appeal and the appropriate procedure shall be given to applicant if denial is made. The applicant shall be allowed to submit additional or pertinent information during the appeal to support the request for a waiver. There will be no waiver of fee of costs associated with usage of equipment such as tables, chairs, podium, microphone or any accessory items to the activity. Applicant may provide and use own accessory items for an activity. An insurance waiver may be issued to an applicant that can show proof of being uninsurable - proof that coverage was denied by at least three insurance providers licensed and doing business in the state of Utah including the current state provider of insurance.

(e) Commercial activities - no exceptions or waivers shall apply except the insurance may be waived if covered by State Risk Management. Adult chaperons will be required for commercial activities; the number, appropriate for the nature of the event and the number and ages of the users, will be determined by DFCM. Chaperons will help direct roaming guests, check rest rooms periodically, aid in maintaining reasonable behavior and enforcement of the rules.

R23-19-5. Use of Capitol Rotunda.

In addition to the provisions of Section 2, the following rules for the Capitol Rotunda shall be observed:

- (1) Public use of the Capitol shall not disrupt or interfere with any legislative session or state agency business. Safe, unhindered passageways must be provided at all times.
- (2) A Facility Use request for permit for events in the Capitol Rotunda must be received in writing at least 24 hours in advance of the time the event is proposed to commence. Priority will be given to state departments, agencies, and public school districts for use of the Capitol Rotunda. The Rotunda is available six days a week, Monday through Saturday. The facility has an established Fire Marshal occupancy limit of 2,700 people which shall not be exceeded.
- (3) The sound level of any individual or group, whether amplified or not, must not disrupt or interfere with any legislative session or state agency business.
- (4) The second floor of the Rotunda, marble stairways, and third floor balcony are available for use but access to the fourth floor, first floor, and basement areas is not allowed.
- (5) For use of committee rooms, House of Representatives Chamber, Senate Chambers, or the Supreme Court, requests must be made directly to those agencies for scheduling.
- (6) No fire exits, which shall include staircases and doorways, shall be blocked during any activity. Tables shall not be placed in front of, or so as to block, doorways in any manner.

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(7) All vehicles coming to Capitol Hill in conjunction with the activity shall park on the south side of the Capitol Building, on the circular drive south of the Capitol known as Cherry Lane, or in the small visitor parking area or the main parking lot directly east of the Capitol.

(8) All deliveries and movement of equipment shall come to the south entrance under the main stairs, after 5:00 p.m., and shall use the south elevator between the first and second floors, unless prior arrangement has been made with DFCM.

(9) Elevators used to move equipment shall be protected from damage.

(10) All equipment brought into the building shall have rubber wheels, four inch or larger, or be hand carried so to cause no damage to facilities.

(11) Users shall remove all equipment, decorations and supplies by 12:00 midnight on the night of the activity unless specific arrangements are made in advance with DFCM or Protective Services.

(12) In addition, DFCM may require two uniformed security personnel for every 400 participants and will be included as a part of the base cost paid by user.

(13) Protective Services will determine number and arrange for uniformed security personnel.

(14) Users shall control entrances to allow only those persons attending the activity to enter building.

(15) If any person or group is reasonably suspected of being in non-compliance with any of these rules, an appropriate State law enforcement office may provide a warning to such person or group to cease and desist from such non-complying act. If a State law enforcement office reasonably observes that such non-complying act is continuing after such warning, then a State law enforcement office may have the person or group removed from the Capitol premises as well as take any other appropriate action allowed by law.

**R23-19-6. Use of State Office Building Auditorium.**

In addition to the provisions of Section 2, the following rules for the State Office Building Auditorium shall be observed:

(1) The Auditorium is available to all state departments and agencies on a first-come, first-served basis for meetings, public hearings, bid openings, lectures, training sessions, examinations and other similar activities. Agencies shall reserve the auditorium with DFCM.

(2) When not being used by a state agency, the Auditorium may be used by private or public organizations upon receipt of a permit from DFCM.

(a) The facility is available five days a week, Monday through Friday.

(3) After hours access shall be through the first floor south doors.

(a) The remainder of the building will be closed to the public.

(4) The Auditorium has an established Fire Marshal occupancy limit of 225 people which shall not be exceeded.

(5) All vehicles coming to Capitol Hill in conjunction with the activity should park in the lot on the west side of the State Office Building.

(6) Sufficient supervision shall be present to insure that people use only the Auditorium or rest room areas on the 1st floor of the State Office Building.

**R23-19-7. Use of White Community Memorial Chapel.**

In addition to the provisions of Section 2, the following rules for the White Community Memorial Chapel shall be observed:

(1) The Chapel area has pew seating for 129 people, balcony seating for 35 people and elevated front "stand" seating for 16 people, but the Fire Marshal has established an occupancy limit of 164 people which shall not be exceeded.

(a) Users may use the speaker's pulpit and upright piano.

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(2) The lower level of the building has a large open meeting room with seating for 76 people conference style and the Fire Marshal has established an occupancy limit of 76 people which shall not be exceeded.

(a) Users may use the full rest room facilities and full kitchen facilities for small to medium sized groups. Kitchen use includes electric stove, oven, refrigerator, double sinks, and work counter.

(3) The following is available for use:

(a) small kitchen facilities;

(b) hot water;

(c) air conditioning;

(d) fire extinguisher in basement; and

(e) the elevator serving lower level and main floor of chapel.

(4) The Chapel will be available from 7 a.m. until 12 midnight, seven days a week, 365 days a year unless otherwise specified.

(5) All vehicles coming to Capitol Hill in conjunction with the activity should park in the lot between the Chapel and Council Hall.

(6) Notice of intent to display, prepare, or consume food shall be communicated to DFCM on the Facility Use Application Form prior to issuance of the permit. Users shall treat the equipment with the utmost care and leave the equipment in its original condition after use.

(7) Sufficient supervision shall be present to insure that damage does not occur to the premises.

**R23-19-8. Use of Capitol Complex Grounds.**

In addition to the provisions of Section 2, the following rules for the Capitol Complex Grounds shall be observed:

(1) Camping is prohibited on the State Capitol Complex grounds.

(2) When a permit is issued, the location of the activity will be specified. Participants will be required to contain the activity in the area specified in the permit.

(3) No activity on the grounds shall interfere with normal government and business activities.

(4) No motor vehicle races, neither speed, time, endurance, exhibition nor driving competition shall be held on the Capitol Complex grounds.

(5) No grass, plants, shrubs, trees, paving or concrete shall be disturbed, broken, removed or covered without the written permission of DFCM.

(6) Sufficient supervision shall be present to insure that people use only designated area and to insure that no damage occurs.

**R23-19-9. Rules for Other State-Owned Facilities.**

(1) All General Rules shall be observed.

(2) Permission to use other state facilities must be obtained from the facility manager or resident agency for the facility.

**R23-19-10. Solicitation Policy.****(1) Definitions**

(a) "Solicitation" is any activity which may be considered or reasonably interpreted as being for the advertisement, promotion, sale or transfer of products, or services, or for the participation in a commercial venture of any kind.

(i) The distribution or posting of handbills, leaflets, circulars, advertising or other printed materials for the purpose cited in paragraph 1 is construed as solicitation.

(b) "State property" is all premises maintained by, or for the use of, a state agency, department or division.

**(2) Policy**

(a) Solicitation, whether on-site or through establishment of an on-going delivery service, is prohibited on state property except as listed in "C" below.

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(b) No solicitation materials may be posted except on designated bulletin boards.

(c) With the exception of bulletin boards designated for posting solicitation materials, no state materials, supplies, services or equipment may be used for solicitation purposes other than activities authorized by an agency of the state for state-connected business or state-sponsored charitable purposes.

(d) Any and all violations observed shall be reported immediately to Protective Services.

**(3) Permissible Solicitation Activities**

(a) Charitable campaigns (including blood drives, state United Way campaign, food banks, sub for Santa and other charitable activities).

(b) Organized employee participation in sports activities representing their state agency or a charitable organization including departmental or charity ball teams.

(c) Announcements required by law or requested by a state agency in furtherance of official duties (including job announcements, EEO and OSHA notices).

(d) Activities conducted at the direction of the head of a state agency.

(e) Employees' sale of small craft items during breaks and lunch in employee lounges and break areas.

(f) State employees may post handbills, leaflets, circulars, advertising or other printed materials on specifically designated bulletin boards regarding the offering or sale of personal items such as free kittens or bikes for sale, or personal announcements such as wedding announcements or ride share requests. This does not apply to conducting a business (such as Tupperware or Amway sales).

(g) Employee recognition events conducted by a state agency such as National Secretaries Week Luncheons which are approved by the supervisor of the employees affected.

**R23-19-11. Waiver.**

Notwithstanding any provision of this Facility Use Rules R23-19, a waiver of any provision thereof, may be made in writing by the DFCM Facilities Management group, if it determines in writing that the strict holding of the provision would be unreasonable under the circumstances and that the provision is not needed to protect the facility, grounds or the public. The applicant has the burden to establish that the waiver should be granted. The request for waiver shall be made in writing as part of the Facility Use Application and must provide the necessary information and documentation to support such waiver. The decision of the Facilities Management group may be appealed similarly to the appeal of the denial of a Facility Use Application.

KEY: public buildings, facilities use\*

January 1, 1998 63A-5-204

Notice of Continuation June 16, 1997

**Safety Glasses Policy****62-18.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

Many of the activities required to maintain facilities create hazards of employee's eyes and may damage traditional eye glasses. To protect employee's eyesight, DFCM will pay one hundred dollars towards the purchase of safety glasses for employees who require prescription lenses.

**II. POLICY**

DFCM shall pay \$100 towards the purchase of safety glasses. New glasses may be purchased when the employee's prescription changes, not to exceed one pair of safety glasses per fiscal year. The employee shall pay for any charges in excess of \$100. DFCM shall repair or replace safety glasses damaged in work-related activities. Safety glasses damaged in non work-related activities shall be repaired or replaced at the employee's expense.

**III. PROCEDURE**

1. Receive approval from the supervisor or Facility Coordinator to purchase safety glasses.
2. Obtain a P0 number from 1SF Accounting.
3. Purchase the safety glasses from Standard Optical and give them the P0 number. A total of \$100 may be spent on any combination of the following. Employees are responsible to pay any charges in excess of one hundred dollars.
  - Safety Frames
  - Lenses
  - Coatings
  - Tints
  - Permanent or Detachable Side Guards
4. New safety glasses may be purchased when the employee's prescription changes, but not more than once per fiscal year. Employees are responsible for repairing or replacing safety glasses damaged during non-work related activities. DFCM will repair or replace safety glasses damaged during work-related activities.

**Alcoholic Beverages and Drugs****62-19.0****Effective Date 7-1-99****Revision Date 8-14-01****I. PURPOSE**

To provide a safe environment for the public, state employees, and DFCM staff in State facilities.

**II. POLICY**

- A. Under state law, the use, storage or consumption of alcoholic beverages or drugs in a state-owned vehicle, public building, or public grounds is strictly prohibited.
- B. Any employee on on-call status is prohibited from consuming any type of alcoholic beverage or illegal drug.
- C. Any employee on on-call status who consumes prescription drugs that may effect their ability to perform work related tasks shall notify their supervisor. Once notified, the supervisor shall arrange on-call coverage to accommodate the employee's need for prescription drug use. A doctor's authorization indicating the need for prescription drug use during on-call hours may be required.



**Driver's License Check****62-20.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

The purpose of the following policy and procedure is to ensure that all employees driving State-owned vehicles have a valid Utah drivers license.

**II. POLICY**

State employees driving state-owned vehicles shall have a valid Utah driver's license. Any employee found to be driving a state-owned vehicle without a valid Utah driver's license shall be subject to corrective action.

**III. PROCEDURES**

- A. On an annual basis employees shall submit their full name and drivers license number to their supervisor:
- B. New hires shall submit their full name and drivers license number to the Human Resource Technician on the date of their hire.
- C. The employees' names and drivers license numbers shall be submitted to the Utah Department of Motor Vehicles to confirm that all employees driving state-owned vehicles have valid Utah driver's licenses.
- D. If an employee's license is suspended, revoked, or expired, the employee shall immediately notify his or her supervisor.
- E. An employee found to be driving state-owned vehicles without a valid license will be subject to corrective action.

**State Vehicle Usage****62-21.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

This policy defines the use of state vehicles for commuting by employees of the Division of Facilities Construction and Management (DFCM).

**II. POLICY**

- A. Definition – This policy addresses state vehicles used for commuting by employees where the *commute is the only personal use*. Commuting is defined as travel between the employee's home and place of work more than four times a month. The definition extends to vehicles that are driven between an employee's office or principal place of assignment to a location closer to the employee's home. The commute is considered personal use *even if the commute is required by the employer*.

The only exception to policy parts B6 and B7, Documentation and Taxation, is for those vehicles used on a 24-hour call basis. All other parts of this policy apply to such vehicles.

**B. Approval**

1. Because these are state-owned vehicles, the general rules for state-owned vehicles are applicable. Commuting in a state-owned vehicle is allowed only for approved usage. The commute use of a vehicle should be authorized in exceptional conditions and *should not be used for providing a fringe benefit to employees*.
2. The commute use of a vehicle must receive prior written approval from the division director and the Department of Administrative Services using a request for Assigned Vehicle, form MP-1, along with a Request For Commute Authorization, form MP-2. This approval is based on an identified need that complies with this policy. The approval is necessary for commute use of more than four times during a month. Appropriate commute approval, monitoring, and use of all state vehicles will be a primary responsibility of department and agency director. These directors will assure that state vehicle use is managed within the parameters and requirements of state law and policy. *Commute assignments must be reviewed and re-authorized in writing annually*.
3. When inappropriate commute use of vehicles is identified, the appropriate director will initiate immediate corrective action. Any employee found abusing the commute privilege, commuting in a state vehicle when the commute is unauthorized, or using the vehicle for any other unauthorized purpose, will be subject to corrective action. This corrective action shall, at a minimum, require the employee to reimburse the State for the number of commute miles or any other unauthorized miles traveled. Reimbursement shall be made at the current rate established by the Division of Finance. Further discipline may include suspension or termination, as outlined in the Department of Human Resource Management Rules.

**State Vehicle Usage****62-21.0****Effective Date 7-1-99****Revision Date**

4. An employee shall be approved for commute only when one or more of the following conditions exist:
  - a. The employee is on a 24-hour call. This condition of being on 24 hour-call does not mean that a car will always be provided to the employee. The Division shall assess the situation and authorize a commute only for special conditions. For example, if the employee must be prepared to respond to an emergency and the vehicle is specially equipped, then a commute may be appropriate. A 24-hour on-call situation may be resolved by reimbursing the employee mileage if he or she is required to respond.
  - b. It is more practical for the employee to go directly to the work site than to go first to the office to obtain a vehicle. This condition is also subject to review by the department since it may be more practical for the employee to use his or her own vehicle. This condition should be approved only when regular and continuous travel to the work site is required.
  - c. The employee is required to perform duties before or after normal working hours and because the vehicle supports special equipment, it is not feasible to use a personal vehicle. For purposes of this policy, special equipment shall be defined by the Department Director and approved by the Executive Director, Department of Administrative Services.
5. Shelter of Vehicle – Where practical, off-street shelter must be provided for the vehicle.
6. Documentation – The commute is considered taxable and usage must be documented and submitted every two weeks with the employee's time sheet on and Employee Reimbursement/Earnings Request, Form FI 48.
7. Taxation
  - a. The commute, based on the Employee Reimbursement Earnings Request, Form FI 48, is considered a taxable fringe benefit.
  - b. The IRS stated value of the fringe benefit "income" is \$1.50 per one-way commute and will be computed from the Employee Reimbursement/Earnings Request, form FI 48, and added to the employee's federal and state gross wages subject to FICA. The value will also be added to the W-2 wages. In cases of carpooling, the fringe benefit amount will be added to the income of each employee in the vehicle. (Each employee must complete the Employee Reimbursement/Earnings Request, form FI 48, for this commute.)

**III. Procedure**

See attached procedure

**State Vehicle Usage Procedure****62-21.0****Effective Date 7-1-99****Revision Date****Responsibility****Action***Approval of Commute Use*

Division

Prepare a Request for assigned Vehicle, form MP-1, and a Request For Commute Authorization, for MP-2, with the necessary division approval. Submit forms to the Department of Administrative Services.

Department of  
Administrative Services

Review and approve or reject the commuting assignment.

*Taxation of Commute*

Division

Prepare an Employee Reimbursement/Earnings Request, Form FI 48, and have it approved. Submit the Employee Reimbursement/Earnings Request, form FI 48, with time sheet every two weeks, to the Division of Finance.

Division of Finance

Add the commute value to the employee's gross wages subject to FICA withholding for the pay period. Add the commute value to the employee's W-2 wages for federal and state taxation.

**Criminal History Checks Policy****62-22.0****Effective Date - 7/25/01****Revision Date****I. PURPOSE**

As a part of their job-related responsibilities, Facilities Management employees have access to sensitive state facilities and secure areas, such as corrective facilities, court complexes, information technology centers, etc. Criminal history information relating to specific positions may assist in determining if an individual should hold a position of trust.

**II. POLICY****A. New Hire**

As a part of the pre-employment evaluation, applicants being considered for employment at DFCM will be asked to sign a waiver permitting the Bureau of Criminal Identification (BCI) to conduct a background check. Failure to sign the waiver will eliminate the applicant as a candidate for the current position.

**B. Current Employees**

Annually, Facilities Management employees in the following positions will be asked to sign a waiver permitting the Bureau of Criminal Identification to conduct a background check: General Maintenance Worker II, Journey Maintenance Specialist, Journey Electrician, Journey Heating and Air Conditioning Specialist, Office Technicians, Maintenance Specialist Supervisor, Maintenance Supervisor, Facility Coordinator, Journey Boiler Operator, Lead Project Manager for Facilities Management, and Program Director for Facilities Management. Failure to sign the waiver will result in restriction to sensitive areas of buildings and access to master keys, which may interfere with job performance and may result in corrective action.

In both instances, only criminal offenses pertinent to employment qualifications will be reported. A past criminal offense may not necessarily jeopardize an offer of employment or continuing employment.

Information generated by the criminal history check shall only be used under the following conditions:

- DFCM shall limit the use of the information to the purpose of determining the worthiness of an individual to occupy a sensitive position
- The information will be destroyed when it is no longer needed for the purposes for which it was provided
- The information shall be sent to the Managing Facility Coordinator and shall not be disseminated to any other agency or person, unless a job-related offense is identified. If such an offense is identified, the applicable information shall be disseminated to the employee's supervisor. All reasonable procedures will be made to protect criminal history information from unauthorized access, alteration, or destruction.
- Facilities Management shall audit their procedures and handling of criminal history information.

**III. PROCEDURE**

1. Applicants being considered for employment will sign a waiver for BCI to conduct a criminal history check.

**Criminal History Checks Policy****62-22.0****Effective Date - 7/25/01****Revision Date**

2. On an annual basis employees in the previously identified positions will sign a waiver for BCI to conduct a criminal investigation.
3. BCI will report to DFCM only offenses specifically associated with job-related functions.
4. If offenses deemed associated with job-related responsibilities are identified in the background check, the employee will be informed of the results by his or her Supervisor.
5. Each offense and its impact on job responsibilities will be evaluated and dealt with separately.
6. If the employee feels that the results of the check are in error, he or she may request further investigation to resolve the dispute.
7. Restricted access to master keys, secure areas, or driving privileges may result from identified offenses.
8. The Managing Facility Coordinator will conduct a periodic audit of the handling of information generated by BCI.

## Pre-Employment Background Check Waiver

In connection with my application for employment with the Division of Facilities Construction and Management for a position which involves Facilities Management, I hereby authorize the afore named agency to investigate my past and present work, education, and law enforcement records to ascertain any and all information which may be pertinent to my employment qualifications. I do hereby release all persons, firms, agencies, companies, groups or installations, whomsoever, from any damages of, or resulting from, furnishing such information. I further agree that a copy of this release shall function as an original.

\_\_\_\_\_  
*Prospective Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Agency Authorized Representative Signature*

\_\_\_\_\_  
*Date*

## Employment

### Background Check Waiver

In connection with my employment with the Division of Facilities Construction and Management for a position which involves Facilities Management, I hereby authorize the afore named agency to investigate my past and present work, education, and law enforcement records to ascertain any and all information which may be pertinent to my employment qualifications. I do hereby release all persons, firms, agencies, companies, groups or installations, whomsoever, from any damages of, or resulting from, furnishing such information. I further agree that a copy of this release shall function as an original.

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*Employee Signature*

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*Date*

---

*Witness Signature*

---

*Date*

---

*Agency Authorized Representative Signature*

---

*Date*



**Incident Review Policy****62-23.0****Effective Date 8-22-01****Revision Date****I. PURPOSE**

Accidents by definition are unplanned, undesired events that result in personal injury or property damage. In order to understand the events leading up to such incidents and to be able to prevent similar situations from occurring, the following incident review process has been established.

**II. POLICY**

Incidents caused by DFCM staff or activities that result in OSHA recordable injuries to State employees or injuries to clients or other members of the public shall be reviewed by an internal Incident Review Team. In addition, incidents resulting in damage to equipment totaling losses of \$1,000 or more shall be reviewed by an internal Incident Review Team. Other documented incidents may be reviewed at the Facilities Management Program Director's discretion.

**III. PROCEDURES**

See attached definitions

**Incident Review Policy****62-23.0****Effective Date 7-1-99****Revision Date****A. Definitions**

1. Damage shall be defined as harm to equipment or facilities owned by Facilities Management or equipment or facilities under the section's responsibility.
2. Equipment shall be defined as tools, mechanical assets, facilities, etc.
3. Costs used in documenting incidents shall be determined by totaling replacement costs for equipment as well as in-house staff, vendor and/or contractor's labor costs. In addition, any other losses associated with the incident, such as down-time or computer losses, shall be included in the determination of cost.
4. The Incident Review Team shall be defined as the team responsible for reviewing all incidents meeting the criterion established in Section II of this policy.
5. OSHA recordable injuries include the following:
  - a. Injuries requiring first aid from a medical professional
  - b. Injuries resulting in unconsciousness or death
  - c. Injuries resulting in lost work time or reassignment of duties.

**B. Damage to Equipment**

1. Incidents resulting in less than \$300 damage to equipment do not require documentation. If a series of related incidents take place with a cost totaling over \$300 in damage, these incidents shall be documented with a *Supervisor's Report of Incident* and an *Employee's Report of Incident*. This documentation shall be submitted to the Research Analyst.
2. Incident resulting in damage to equipment ranging in cost from \$301 to \$999 shall be documented by submitting a *Supervisor's Report of Incident* and an *Employee's Report of Incident* to the Research Analyst. These incidents may be investigated at the discretion of the Facilities Management Program Director.
3. Incidents resulting in damage to equipment totaling \$1000 or more shall be investigated by an internal Incident Review Team. A *Supervisor's Report of Incident* and an *Employee's Report of Incident* shall be submitted to the Research Analyst and an Incident Review Team shall be formed.

**C. Injury to Persons**

1. Any OSHA recordable injury shall be documented with a completed *Supervisor's Report of Incident* and an *Employee's Report of Incident*. These forms shall be submitted to the Research Analyst.
2. Injuries classified as OSHA recordable shall be reviewed by an Incident Review Team.
3. Injuries to non-employees that result in a claim against the State because of an action or non-action by a DFCM employee shall be reviewed. Injuries that do not result in a claim against the State may be reviewed at the discretion of the Program Director of Facilities Management.

**D. Incident Review Team**

1. An Incident Review Team shall consist of some or all of the following:
  - a. Lead Program Manager for Facilities Management
  - b. Program Director for Facilities Management
  - c. One Facilities Coordinator
  - d. One knowledgeable peer
  - e. Others as selected by the Program Director for Facilities Management

**Incident Review Policy****62-23.0****Effective Date 7-1-99****Revision Date**

2. The Incident Review Team shall examine the activities leading to the incident in question. The examination process shall include, but is not limited to, the following:
    - a. Interviews with the employee, co-workers, supervisor, Facility Coordinator, or other witnesses.
    - b. A review of environmental factors that may have played a role in the incident.
    - c. A review of organizational factors that may have influenced the development of the incident.
  3. The Incident Review Team shall review the activities leading to the incident in question and shall submit a confidential report that addresses the following components.
    - a. Description of events
    - b. Findings of fact
    - c. Contributing factors
    - d. An assignment of responsibility
    - e. Recommendations for decreasing further risks
    - f. Any other remaining issues important to an understanding of the incident.
  4. The report shall be classified according to requirements of the Government Record Management Act.
  5. The report shall be submitted to the Facilities Management Program Director.
- E. Reporting
1. Supervisors shall report incidents involving damage to equipment or OSHA recordable injuries to the FM Program Director.

**Employee's Report of Incident**

Employee's Name \_\_\_\_\_ Employee Identification Number \_\_\_\_\_

Job Position/Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Date and Time of Incident \_\_\_\_\_ Location \_\_\_\_\_

Task being performed when incident occurred \_\_\_\_\_

Date/Time Incident Reported \_\_\_\_\_ To Whom? \_\_\_\_\_

Name(s) of witness(es) \_\_\_\_\_

Medical Treatment Required? Yes \_\_\_\_\_ No \_\_\_\_\_ Workdays Lost? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe Injuries \_\_\_\_\_

Describe Damage to Equipment \_\_\_\_\_

Describe how incident occurred \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What actions, events, or conditions contributed to this incident? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What could have been done to prevent this incident? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Supervisor's Report of Incident

Employee's Name \_\_\_\_\_ Employee Identification Number \_\_\_\_\_

Job Position/Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Date and Time of Incident \_\_\_\_\_ Location \_\_\_\_\_

Task being performed when incident occurred \_\_\_\_\_

Date/Time Incident Reported \_\_\_\_\_ To Whom? \_\_\_\_\_

Name(s) of witness(es) \_\_\_\_\_

Accident resulted in: Injury \_\_\_\_\_ Fatality \_\_\_\_\_ Property Damage \_\_\_\_\_

First Aid Given? No \_\_\_\_\_ Yes \_\_\_\_\_ Explain \_\_\_\_\_

Medical Treatment Required? No \_\_\_\_\_ Yes \_\_\_\_\_ Workdays Lost? No \_\_\_\_\_ Yes \_\_\_\_\_

Estimate of damage to equipment \_\_\_\_\_

Describe how incident occurred \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What actions, events, or conditions contributed to this incident? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What could have been done to prevent this incident? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Abuse of CEM Card****62-24.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

The Comprehensive Emergency Management (CEM) Card is issued to specific DFCM employees who will need to travel to DFCM managed facilities if an emergency occurs. The CEM card allows employees to access areas secured by law enforcement agencies that are not available to the public.

**II. POLICY**

CEM cards are State property. Cards shall be used to respond to emergency situations only. They shall be used in the performance of work related duties and not for personal purposes. CEM cards shall not be loaned or given to others. Violations of this policy shall result in corrective action.

**Security Requirements for New Construction and Leased Buildings****6 2-25.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

Security is a vital issue for state owned and leased buildings. To address security needs, the State Workplace Security Oversight Committee has developed standards for security in new construction and leased facilities. These standards are identified in the Division of Risk Management's *Security Recommendations for State Facilities*. The purpose of this policy is to detail the interaction between DFCM and the Division of Risk Management's Security Consultant to ensure that new construction and leased facilities meet necessary security standards.

**II. POLICY**

New construction, remodels, and leased facilities built or acquired after February 1, 1999 shall meet the security requirements as identified in the Division of Risk Management's *Security Recommendations for State Facilities*.

**III. PROCEDURES****A. New Construction**

1. Building security will be addressed in the initial needs statement.
2. Need statements will be reviewed by Risk Management's Security Specialist, who will verify the building classification and ensure that the minimum requirements are met.
3. Programming will incorporate the identified security requirements and identify specific security needs.
4. The Security Specialist will review and verify security features at the programming stage and recommend any changes required to meet security standards.
5. The Security Specialist will approve all completed construction plans.
6. Once the plans have been approved and construction is underway, the Security Specialist will periodically visit construction sites to verify that security features are installed and functioning correctly.

**Telecommuting Policy****6 2-26.0****Effective Date 7-1-99****Revision Date**

1. Employees do not necessarily have an obligation to continue in a telecommuting arrangement unless required as a condition of the job or stipulated at the time of employment. Teleworkers may withdraw from this option if management agrees to the terms of the withdrawal.
2. An employee must execute a telecommuting agreement to be eligible for this program.
3. Confidentiality of state information must be maintained in the telecommuting environment according to Administrative Rule R137-2. Unauthorized disclosure will subject the employee to penalties provided by law.
4. Telecommuting should not be viewed as a substitute for dependent care. Reasonable, casual interactions with others will occur but teleworkers may not be the primary source of dependent care during time for which compensation is received from DFCM.
5. Nothing in this policy precludes DFCM from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this policy.

**Worksite**

1. Teleworkers shall maintain a designated workspace within the home. Responsibility for maintaining the workspace as a safe place conducive to accomplishing job functions rests primarily with the teleworker.
2. The teleworkers designated workspace will be considered an extension of the State work space. The State's liability for job-related accidents will continue during the understood and approved work hours but will be limited to this work space rather than applying to all areas of the home. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the worksite and to complete any required forms.
3. Since telecommuting programs do not include personal customer contact or interaction with people on official business at the telecommuting worksite, the State does not cover injuries to third parties at the worksite.
4. If the telecommuting arrangement involves activities that must be cleared through zoning ordinances or home association regulations, the employee is responsible to comply and pay all required costs.
5. The State will not be liable for damages to the employee's personal or real property while the employee is working at the telecommuting worksite unless damages are caused as a direct result of malfunctioning State-owned equipment.
6. The State will not be responsible for any costs associated with using an employee's home as a telecommuting site such as maintenance, insurance, and utilities.



**Effective Date 7-1-99**

**Revision Date**

7. The employee will be responsible for investigating any individual tax implications resulting from using part of the home as a work space. In some circumstances, deducting the expenses of a home office may be possible. Employees should consult their tax advisor.

### **Management Rights**

1. As a condition of a telecommuting program, the State may make reasonable site inspections during approved work hours to verify document confidentiality, equipment security, safe working conditions, program compliance or other work- related matters.
2. The employer may visit the work site to retrieve equipment and other State property in case of an employee's extended illness, termination, or retirement.

### **Employee Rights**

1. Participation in a telecommuting program grants the same benefits and protections to teleworkers provided to workers at the State Office Building. This includes worker's compensation benefits, as well as defense and indemnification for claims against an employee arising out of his employment, as provided by the Utah Government Immunity Act.

### **E. Expenses**

1. An employee who must receive business calls or transmit data regularly as a function of their job, will typically be authorized a separate telephone line or lines for business use which will be paid for by DFCM. Installation of telecommunications facilities and equipment must be ordered through DFCM. Costs of such facilities should be billed to DFCM and regularly reviewed by management. Teleworkers requiring only occasional communications will be expected to use their own telephone lines. Only the additional costs, if any, for business use of a personal line shall be reimbursed.
2. Employees must obtain supplies for use at the telecommuting work site from the primary office location. Generally, out-of-pocket expenses will not be reimbursed. Exceptions must be approved before any expenditure.
3. The State Office Building, or another State-controlled facility, shall be designated as the teleworker's primary work location. Teleworkers will neither be reimbursed for travel miles nor receive compensation for time spent on the first commute to their primary work location on any given day. Teleworkers required by management to make additional trips to their primary work location during approved work hours will be eligible for expense reimbursement and compensation.

**Telecommuting Policy****6 2-26.0****Effective Date 7-1-99****Revision Date**

4. considering the appropriateness of the expense, other expenses reimbursed for similar non-telecommuting positions, and the overall budget.

**F. State-Owned Hardware, Software and Other Equipment**

1. DFCM shall provide only the PC hardware and software, communication facilities, and other ancillary equipment required to perform job functions successfully in a telework environment. Equipment shall be allocated according to need and availability. Telecommuting equipment may vary among individuals. In all cases, the equipment will conform to standards set by DFCM.
2. Equipment shall be issued for offsite use only with proper, signed documentation in place. The documentation shall identify the equipment by brand name, model name, serial number, and address location. The documentation shall also identify the responsible individual and shall be signed by the teleworker and the issuing employee.
3. All offsite equipment allocations and configurations shall be approved by section management in negotiation with Data Processing Services Group management.
4. All equipment and supplies remain the property of the State and must be used in accordance with the State's Acceptable Use Policy. Employees shall use all reasonable means to protect the State's property.
5. DFCM shall be responsible for upgrades, customization, licensing, and maintenance of hardware and software. Modifications may not be made without prior approval from the appropriate support group.
6. Employees shall promptly report any damage to or loss of State-owned equipment or software to their management.
7. Only hardware and software purchased, installed, and maintained or otherwise approved by DFCM will be supported by DFCM support organizations. Maintenance on State equipment will be provided on a carry-in basis only.
8. Furniture will not be supplied by the State, unless proscribed and approved by the immediate supervisor.
9. As stated in Administrative Rule R365-3-1, any software developed on State-owned computer equipment and/or on State time shall be the property of the State of Utah.
10. Persons who are not employed by the State shall not be allowed to use State-owned equipment unless approved by management.

**Telecommuting Policy****6 2-26.0****Effective Date 7-1-99****Revision Date**

11. If employees make nonstandard or unapproved hardware or software modifications to State-owned equipment or use their own or State-owned hardware or software in unauthorized ways or for unauthorized purposes, any problems or damage resulting from such modification or use shall be the responsibility of the employee. If State resources are required to resolve such a problem, the employee will be expected to reimburse the State's costs for labor, hardware, software, etc.
  12. The employee is responsible for returning all equipment, supplies, work product, etc., used at the telecommuting work site upon request from the State, upon termination of participation in the telecommuting program, or upon termination of employment.
  13. Internet services may be provided by the state for the employee if Internet access is integral to the employee's work related responsibilities. State-funded access to the Internet is to be used in accordance with the State of Utah's Acceptable Use Policy.
- I. Employee-Owned Hardware, Software, and Other Equipment
    1. Repairs to employee-owned equipment shall be the employee's responsibility.
  - II. Job Performance/Work Scheduling
    2. FLSA rules apply to teleworkers. The amount of time an employee is required or allowed to work will not change due to participation in the telecommuting program. Management may require overtime work where needed. Overtime work must be approved by management. Approval should be obtained in advance.
    3. Teleworkers and their management should maintain a balance between the teleworkers' scheduling needs and preferences and the needs of the business. A normal telework schedule shall be agreed to at the inception of the telework arrangement. Management must be informed of and agree to temporary or permanent changes to the normal work schedule.
    4. The employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and supervisor according to guidelines and standards in the employee's performance plan.

5. Documented declines in performance may be grounds for canceling the telecommuting arrangement, disciplinary action or both.

**Telecommuting Policy**

**6 2-26.0**

**Effective Date 7-1-99**

**Revision Date**

6. The employee must be available for contact during work hours agreed to by management. As much as possible, those who contact teleworkers should perceive no difference in responsiveness or service provided attributable to work location.

**I. Employee-Manager Communications**

1. The employee agrees to provide regular reports to help judge performance.
2. The employee and manager will agree on realistic time frames needed to accomplish assignments.
3. The employee and manager will agree on methods to communicate new assignments and progress reports on existing assignments.
4. The employee and manager will agree on required office meetings.

**Internal Procedure Assessments****6 2-27.0****Effective Date 7-1-99****Revision Date****I. PURPOSE**

Operations and Maintenance Agreements are contracts between Facilities Management and other State agencies to provide services. Internal procedures assessments verify that the services provided by FM to State agencies are being performed in a satisfactory manner.

Internal assessments are designed to provide feedback to facility staff and identify those areas that need additional attention. These assessments, which are performed by the Preventive Maintenance Specialist and others as assigned, focus on FM offices, facilities, and grounds.

**II. POLICY**

Each building managed by Facilities Management shall be assessed annually by the Preventive Maintenance Coordinator. On a quarterly basis the Managing Coordinator shall walk through at least one building in each campus. Additional unannounced assessments may also be conducted. The assessments shall be based on the items described in the following procedures. A copy of the results shall be retained by the Managing Coordinator.

**III. PROCEDURE**

See Attached Procedure

**Internal Procedure Assessments Procedure****6 2-27.0****Effective Date 7-1-99****Revision Date****Responsibility**

PM Representative

**Action****Assess the FM office, including the following:**

Accident report  
Workers compensation claims  
Chemical inventory list  
MSDS file  
Lockout/tagout logs  
Lockout/tagout authorization  
Quality assessment audits

**Assess the facility, including the following:**

Mechanical rooms and equipment  
HVAC systems and energy management issues  
Roof and roof equipment  
Parking lots  
Lighting  
Storerooms  
Fire protection system/fire extinguishers  
Windows  
Building exterior  
Personal protective equipment  
Use of FME for work orders, time cards, and preventive maintenance

**Assess the Grounds including the following:**

Lawn upkeep and quality  
Overall maintenance of flower beds  
Snow removal (promptness and quality)  
Work areas (including the greenhouse)  
Trimming and pruning trees  
Entrances, curbs, and gutters  
Stairs  
Garbage containers and litter control  
Loading docks  
Leaf removal  
Capital assets

**Space Heater Policy****6 2-28.0****Effective Date 9-17-01****Revision Date****I. PURPOSE**

Personal space heater usage in an office environment increases the risk of fire and utility demand, as well as causes improper operation of the heating and air conditioning systems.

**II. POLICY**

The use of personal space heaters is not permitted in buildings managed by the Division of Facilities Construction and Management

**III. PROCEDURE**

- A. Call DFCM for assistance in regulated building temperatures.
- B. Adjust clothing by wearing sweaters and layered clothing if the space is too cold, or by wearing light weight clothing and short-sleeves if the area is too warm.
- C. Adjust blinds on windows with a southern exposure by closing the blinds when direct sunlight is causing excessive heat in an office.
- D. Individuals with ADA related issues that may require a more significant alteration in temperature, should contact their DFCM Facility Coordinator for additional options.



**Christmas Trees in State-Owned Buildings****6 2-29.0****Effective Date 9-17-1996****Revision Date****I. PURPOSE**

The Division of Facilities Construction and Management and the Division of Risk Management along with the State Fire Marshall's Office encourages agencies NOT to purchase live Christmas trees to be placed in their work areas. However, DFCM does recognize that certain traditions do exist with the Christmas Holiday Season.

**II POLICY**

If an agency purchases a live/fresh Christmas tree the agency must strictly adhere to the following:

- 1) State regulated public buildings include all places of assembly (50 or more occupants), school buildings (including all colleges and universities), all publicly owned buildings (city, county & state), hospitals, nursing homes, and all penal facilities. Sections 11.303 and 25.103 of the Uniform Fire code require all combustible decorations to be flame retardant.
- 2) Trees must be properly treated with a flame-retardant approved by the State Fire Marshall (See Flame Retardant Listing). **The agency assumes full responsibility.**
- 3) Trees shall bear a tag stating:
  - Date of placement in the building
  - Type of flame-retardant used
  - Name of person who applied the fire-retardant
  - Name of person affixing the tag to the tree
  - Tags should be given by the vendor at the time of purchase
- 4) The supportive device that holds a tree in an upright position shall be of a type that is stable and that:
  - Does not damage or require removal of the tree stem base
  - Holds the tree securely and is of adequate size to avoid tipping over the tree
  - Is capable of containing a two-day minimum supply of water, covering the stem at least two inches, and the quantity specified in Table No. A-IV-B-1
- 5) Do not place Christmas trees in locations which could obstruct exitways. It is recommended that locations other than corridors or exitways be used.
- 6) Prior to setting up a tree, the trunk shall have a fresh butt cut on a diagonal at least one inch above the original cut.
- 7) Use hot tap water when first filling a support stand, and do not allow the stand to become dry of water. The tree shall be removed immediately if a stand becomes dry.
- 8) Check the trees for dryness by the following method:

**Christmas Trees in State-Owned Buildings****6 2-29.0****Effective Date 9-17-1995****Revision Date**

Stand in front of a branch, grasp it with reasonable firm pressure and pull your hand toward your body, allowing the branch to slip through your grasp. If the needles fall off readily, the tree does not have adequate moisture content, and it shall be removed immediately.

- 9) All tree decorations must be non combustible or flame retardant. Candles and open flames are strictly prohibited.
- 10) Electrical decorations used on trees shall be UL listed in good condition without frayed wiring, loose connections or broken sockets. They must be used according to manufacturers' recommendations. Do not gang or plug together lightstrings beyond the manufacturers' recommendations, or plug extension cords together. Make sure the electrical circuits are not overloaded. If for some reason the manufacturers' operating and installation instructions are unavailable, assistance should be requested from the building engineer or the State Fire Marshal and/or the Division of Facilities Construction and Management.
- 11) Plug extension cords directly into a wall outlet. Do not gang or plug together cord after cord (piggy backing). Do not overload electrical circuits with too many lights or appliances. Do not use extension cords for permanent wiring, nor permanently attach to building surfaces or structural members.
- 12) Always turn off Christmas lights before leaving. Never leave lights on when no one is present.

DFCM encourages agencies to use artificial trees during the holiday season. If an agency purchases an artificial Christmas tree the following rules must be strictly adhered to.

- 1) Artificial trees shall be listed flame retardant by a nationally recognized testing laboratory (Underwriters Laboratory or equivalent). Evidence of this listing shall be kept for review by facility coordinator or facility management personnel (packaging, labels, tags, etc.).
- 2) The following retardants have been deemed acceptable by the Utah State Fire Marshall:

**TREATMENT**

Flame Stop IV  
Flame Stop Inc.  
P.O. Box 888  
Roanoke, TX 76262  
(817) 431-3747  
Flamort-X  
Flamort Chemical  
746 Natoma St.  
San Francisco, CA 94103  
(415) 621-7825

**LOCAL DEALERS**

Curtis Paint  
546 South State Street  
Salt Lake City, UT 84111  
364-1933  
  
FireMaster  
1761 South 900 West #25  
Salt Lake City, UT 84104  
973-2122

**Christmas Trees in State-Owned Buildings****6 2-29.0****Effective Date 9-17-1995****Revision Date**TREATMENT

Sentree Clear FR Coating  
Hughes Paint Company  
15501 S. Texaco Avenue  
Paramount, CA 90723  
(213) 633-1054  
Carco Fire Ban #4  
Chemrite Corporation  
12600 So. Daphne Avenue  
Paramount, CA 90723  
(231) 757-8203

LOCAL DEALERS

Allied Development Company  
Tree lots located from  
Spanish Fork to Ogden  
262-6411 (Murray)

Jordan Garden Center  
7000 South State Street  
Midvale UT 84047  
255-1374

Weyerhaeuser Garden Supply  
3756 West 1820 South  
Salt Lake City, UT 84104  
973-7514

**The facility coordinator or the facility manager's personnel have the right to deem a tree unsafe and request that agency to remove the tree immediately if this policy is not strictly followed.**